

Indiana Home Energy Conservation

Program Guidance WX-10-02

Background: The purpose of this guidance is to issue further clarification as to how the Indiana Housing and Community Development Authority will enforce the Department of Energy's Weatherization Program Notice 11-03.

Policy: The policy and procedure changes required by this guidance are outlined below.

Monitoring

Grantees should expect a change in monitoring as IHCD will begin working towards monitoring within active program years. This is already taking place under the ARRA funded projects, but soon all DOE funded activities will be monitored within the active program year. Historically, IHCD has always monitored prior year grant activities, so if work was done in the 2008 program year (4/1/08-3/31/09) it would have been monitored in the subsequent 2009 year (4/1/09-3/31/10). Beginning with the 2010 program year (4/1/10-3/31/11) grantees can expect to be monitored during the active program year.

Due to the change in monitoring identified above, IHCD will also be modifying the reporting turnaround times. Beginning April 1, 2011, any sub grantees which receive annual DOE funding or LIHEAP weatherization funding can expect the following timeline:

1. Monitoring reports will be issued no more than 21 days after the final day on site.
2. Grantees will have 15 days to respond to the findings and concerns cited. Any response must include documentation of repairs or additional work.
3. If findings or concerns warrant a response and additional request from the grantee, IHCD will issue that response within 5 days of the documentation received in point 2 above.
4. Any grantee response to the issues addressed in point 3 above must be received within 5 days of IHCD's correspondence.

Rework and Repair

Homes monitored by IHCD or Mezzetta prior to January 10th which require additional work as a result of missed opportunities or work not performed to state standards may be paid for using DOE grant funds as the rework was called for prior to the effective date of the DOE guidance.

All homes completed after January 10th, reported as a completion in IWAP, will require special approval by IHCD prior to any additional work being undertaken with DOE funds.

(Please note that if an agency or individual attempts to manipulate the completion date of a home either by moving a recent completion date to one prior to January 10th or a completion date is adjusted to account for a rework, all costs associated with the home will be considered unallowable)

If agencies undertake measures which could fail shortly after repair or cleaning (i.e. a bath fan, furnace blower, range hood, etc), subsequent failures must be addressed by the sub grantee either through a

release of liability for those types of issues, or through non-DOE funding. DOE funding will not be available to go back and pay for these types of repairs, even if the failure was due to the repair or cleaning, once the unit is reported as a completion in IWAP.

Reporting

All grantees should continue to report completions through IWAP in real time. IHCD A will report completions to DOE based on the established monthly and quarterly reporting periods.

(Please note that if sub grantees choose not to report completions in order to be able to address incidences in homes, this will be viewed as non-performance and could result in funding cuts)

Additionally, completions should never be back dated. That is, a completion date should reflect the date the information is being entered, even if the work was completed several weeks prior. IHCD A expects that a job will be entered into IWAP within a month of its completion and final inspection.

Warranties

If any crews are currently warranting work done for a period post-completion and paying for the subsequent work with DOE funds, this practice must stop. Agencies which currently warrant work done by crew members for any period of time post completion must either pay those subsequent warranty costs with non-DOE funding or cancel all outstanding warranties.

IHCD A encourages grantees to revisit warranty provisions offered by subcontractors ensuring that the work done and materials installed are both warranted for a set period of time. Agencies may also want to consider looking at warranty options for subcontracted audit work. If this guidance warrants rebidding any or all contracts, please pay special attention to the warranty provisions placed upon contractors.

Effective Date:

February 18, 2011